

TANF Policy 23 - Processing Payment to TANF Works Providers.

- Payment Obligation: The 2018 & 2019 TANF programs are set up on a hybrid payment structure. DET's payments will consist of both Cost Reimbursement & Performance Payments as outlined below.
 - Cost Reimbursement
 - Appendix B of the TANF Service Agreement contains the approved Budget, broken out into line items. Line items reflect total amount providers can bill for each category (staff salaries, equipment rental, travel, etc).
 - Providers will submit monthly Financial Reports by the 12th of each month to request cost reimbursement payments.
 - Monthly financial reports should be emailed to the following email address DOL_DET_FISCAL_HELP@delaware.gov with a cc to their assigned contract manager.
 - If the Fiscal unit does not receive your Monthly Financial report, payment will not be processed.
 - Final Financial Reports must be submitted by 90 days after the TANF Program Year-End date.
 - Performance Payments
 - On the first Monday of every month Contract Operations will drawdown performance data from DJL to generate Earning Calculation Sheets for Fiscal, and validation letters for contractors. Contract Specialist will complete reporting and forward Validation Letters.
 - The following steps should be taken if the Contractor disagrees with the data indicated on the validation letter:
 - E-mail the contract manager with a description of the issue
 - The contract manager will then investigate and make any actions needed within the system.
 - Once action is taken, the next payment due to the contractor will include any adjustments that result from the action taken by the contract manager.
 - Remember that all payments are cumulative and no earning calculation sheet will be revised once fiscal has processed the payment.
 - No payments will be made without an executed agreement.

Please Note: If the Fiscal unit does not receive your Monthly Financial, a Cost-Reimbursement payment will not be processed.